

CITY OF TORRANCE  
HUMAN RESOURCES

**ASSOCIATE ENGINEER (Civil-Public Works)**  
**Job Code 16043132**  
**SUPPLEMENTAL APPLICATION**

**IMPORTANT INFORMATION & INSTRUCTIONS**

This supplemental application provides you with the opportunity to explain your qualifications for the Associate Engineer (Civil-Public Works) position. The information provided in your responses will be assessed to determine if you will be invited to participate in the next step of our selection process. Please provide specific, but concise, statements in response to each question.

- Indicate your first and last name on each page.
- Responses must be typewritten on 8.5" x 11" sheets (font size no smaller than 11 point in Arial).
- A maximum of one page per question will be accepted.
- ***Resumes or referral to a resume in lieu of a response are not acceptable.***
- ***Incomplete or vague responses may disqualify your application, or reduce your score.***
- ***Failure to thoroughly complete the supplemental will be considered an incomplete application and may be disqualified.***

Please e-mail the completed supplemental application to [jobs@TorranceCA.Gov](mailto:jobs@TorranceCA.Gov) to be included with your application. The first review of applications will be those received, along with the supplemental application, by Tuesday, May 3, 2016 at 5:30 p.m.

**CERTIFICATION**

I hereby certify that all statements, made in this supplemental application are true and complete, and that any misstatement of material facts will subject me to disqualification or dismissal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CITY OF TORRANCE  
HUMAN RESOURCES DEPARTMENT**

**ASSOCIATE ENGINEER (Civil-Public Works)  
Job Code 16043132  
SUPPLEMENTAL APPLICATION**

1. Do you have a bachelor's degree in Civil Engineering? Yes  No

2. Do you have a bachelor's degree in a field of Engineering other than Civil?

Yes  No

If so, please indicate which discipline.

3. Are you registered with the state of California as a professional engineer?

Yes  No

4. Do you have 3 full-time years of experience working as professional engineer?

Yes  No

5. Describe your experience and background in managing municipal capital improvement projects. In your response, list a minimum of three most recent significant municipal projects (i.e. street, sewer, storm drain, water main, or traffic signals/stripping). For each project, describe the project scope, budget, funding source(s), your role, and any other relevant project management experience.

6. In your project management efforts, please describe your experience with establishing and meeting deadlines for your work assignments. Specifically, discuss how you do the following: establish/set deadlines; monitor progress of work assignments; ensure you complete multiple assignments on or before their respective deadlines; steps you take to avoid missing a critical/fixed deadline.

7. Discuss your experience with preparing engineering design plans, specifications and cost estimates for construction documents. Include any relevant experience with reviewing plans prepared by others.

8. Discuss your experience in construction management of municipal capital improvement projects.

9. Discuss your experience with preparing Requests for Proposals for engineering and/or technical services, as well as, any participation in the evaluation and selection of consultants for these services.

10. Discuss your experience in preparing agenda items for City Council and/or City Commission meetings. Describe your experience with making public speaking presentations at City Council and/or City Commission meetings.